



**City of Norfolk**  
**Department of Human Resources**

810 Union Street  
 100 City Hall Building  
 Norfolk, VA 23510  
 Job Line (757) 664-4010, Code 353  
 Office (757) 664-4486, FAX (757) 664-4492  
 Internet: <http://www.norfolk.va.us/home.htm>

**APPLICANT INFORMATION**

This information is voluntary and will not be used for making employment decisions. It will not be kept with your application for employment. This information is needed to analyze and assure compliance with state and federal equal employment opportunity laws and to meet the reporting requirements of these laws.

Position # \_\_\_\_\_ Position Applied For \_\_\_\_\_

Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Number/Street City State Zip Code

Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

I have submitted: ☐ Application ☐ Resume ☐ On-line Application

Check the appropriate space: ☐ Male ☐ Female

(✓) Check the space for the racial or ethnic group with which you identify:	
<input type="checkbox"/>	White
<input type="checkbox"/>	Black, African-American
<input type="checkbox"/>	Spanish/Hispanic/Latino
<input type="checkbox"/>	American Indian or Alaska Native
<input type="checkbox"/>	Asian/Pacific Islander/Indian
<input type="checkbox"/>	Other, please indicate race:

How did you find out about this employment opportunity?	(✓)	Please indicate source or location.
Department of Human Resources	<input type="checkbox"/>	
Newspaper	<input type="checkbox"/>	
Friend/Relative	<input type="checkbox"/>	
Outreach Program	<input type="checkbox"/>	
City Employee	<input type="checkbox"/>	
Internet	<input type="checkbox"/>	
Job Fair	<input type="checkbox"/>	
Other	<input type="checkbox"/>	

**The City of Norfolk complies with EEO/ADA guidelines and is a drug-free workplace.**

## GENERAL INFORMATION

1. The City of Norfolk accepts applications for open positions only.
2. A separate application is required for each position for which you wish to apply. A photocopy of the application will be accepted. Each application must contain an original signature.
3. Resumes may be attached to applications, if desired.
4. Current vacancies are generally advertised in the Sunday classified section of the Virginian Pilot, on the Internet at [www.norfolk.va.us/employment/index.html](http://www.norfolk.va.us/employment/index.html) and on our 24-hour Job Line at (757) 664-4010, Code 353.
5. Employment opportunities are posted on the bulletin board located in the reception area in the Department of Human Resources on the first floor of the Norfolk City Hall Building.
6. Applications are available in the Department of Human Resources, Norfolk Public Library branches and on-line. Applicants can apply on-line by visiting our website.
7. Applications/resumes must be received by the Department of Human Resources by the closing date listed on the position announcement.
8. Applicants are responsible for copying any documentation to be included with the application. Documents attached to an application become a permanent part of the record and are not returned.
9. DMV Records - some positions require a current copy of your Division of Motor Vehicles driving record. This record must be current (within the last 30 days) and must accompany your application. Applications/resumes without the required record check will not be considered.
10. Typing Test – some positions require a typing test. Typing test results will be accepted from the Virginia Employment Commission, an accredited high school, community college, university, vocational school or adult learning or skill center, a temporary employment firm or a test administered by other cities, counties, states or federal government personnel offices and must not be more than one year old. Typing test results must be on the letterhead of the testing agency and be dated and signed by the test administrator. The full name of the test administrator and telephone number must be printed or typed on the results. The results must state the total words per minute (wpm) and number of errors or the total corrected wpm score. Applications/resumes without the required verification will not be considered.
11. Applicants may be required to provide a copy of a diploma, degree or any certification claimed on the application.
12. Applicants selected for interview are usually notified by mail.
13. Applications for those not selected are kept on file only for the life of the vacancy.
14. Applicants are not automatically considered for future vacancies. Should you become aware of another position for which you wish to apply, you must submit an application for that vacancy.
15. The City of Norfolk conducts pre-employment drug screenings.

